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TAB

SPECIAL SERVICES PERFORMED BY OCR FOR OTHER GOVERNMENT AGENCIES

1. The CIA Library maintains a staff member (GS-7 at \$4,525 per year) at the Library of Congress to manage the inter-loan traffic between the two libraries. This frees the Library of Congress of a considerable work load from a large scale customer.
2. In support of an IAC-wide document indexing and control system, the CIA Library provides the following services:
 - a. Subject codes all USAF intelligence documents and enclosures, and G-2 and ONI intelligence documents with single copy enclosures.
 - b. Trains personnel from IAC libraries and document control centers in subject coding. For example, Air Force personnel have been attending subject coding training courses in the CIA Library continuously for over two years. Other agencies are participating in increasing numbers.
 - c. Provides other agencies in the intelligence community with technical assistance in expanding the Intelligence Subject Code to meet their specialized control needs. For example, the CIA Library is lending the Air Force, at their request, a senior analyst (GS-13) for the duration of the Minicard experiment to advise on subject coding problems. It is estimated that the salary expenditure for this period (approximately three months) will be \$2,250.
3. The CIA Library makes available to the Library of Congress copies of scarce foreign publications to augment their collection. Also the CIA Library turns over to the Library of Congress the bulk of its newspapers and periodicals after they have been used by this Agency.
4. In connection with the development of document processing systems, the Machine Division provides NSA with copies of our film, Aperture cards, and assembly cards and gives them technical advice regarding operational procedures of the Aperture card system.
5. The Machine Division assists the Air Force in the use of the tape-to-card machine and allows them the use of our equipment.
6. The Machine Division provides the Air Force with a negative copy of film of all incoming Air Force intelligence documents processed by OCR.
7. Upon request, the Machine Division supplies G-2 and ONI with photostat paper prints and microfilm reels of intelligence material processed by OCR.
8. The Machine Division supplies the Department of Commerce with copies of the special check list arranged in country order sequence.

9. The Graphics Register supplies Department of State Foreign Service posts with supplies of film, cameras, and other photographic equipment for use in various travel and economic reporting programs. The cost of the equipment and film provided the Department of State in 1955 was approximately \$1,200.

10. The Graphics Register provides the Strategic Intelligence School with color slides of Soviet and Satellite countries for use in illustrated lectures.

11. The Special Register provides the Air Force with duplicates of the IBM cards (relating to a specified topic) created by the Register in its normal processing of documents. Air Force personnel are currently conducting a detailed survey of the SR reference operation with the intent of keying the development of their own document control techniques to those of the Special Register.

12. The Special Register provides the Air Force with microfilm for Aperture cards. Film reels supplied are copies of the reels prepared by the Register for its own Aperture card program.